



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
December 12, 2013**



**CONVENE:**

Board President Brendan Durrett called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on December 12, 2013 at 7:05 p.m.

**IN ATTENDANCE:**

Trustees Present

Brendan Durrett, President  
Ann Penn, Secretary  
Andy Lippman, Trustee

Also Present

Richard D. Schneider, MD, Mayor  
Steve Fjeldsted, City Librarian  
Sean Faye, Administrative Secretary

**EXCUSED:** Ed Pearson, Vice President  
Constance Lue, Trustee

**MINUTES:** The minutes of the regular meeting of November 14, 2013 were reviewed – **MSC: Andy Lippman/Brendan Durrett – all approved.**

**PUBLIC COMMENTS:**

**ACTION ITEMS:**

1. **Request to close the Library all day on Sunday, January 12, 2014 due to Planned Southern California Edison Power Outage** – Steve Fjeldsted informed the Board that Southern California Edison had originally intended an all day power outage with very little advanced notice that would affect the Library on Friday, December 6, 2013 to replace a deteriorating power pole. Only City Hall was originally notified. Steve spoke with SCE Local Affairs representative Ben Wong and the planned power outage has been postponed until January 12, 2014, which would provide enough time to alert the public.  
  
**MOTION:** Andy Lippman moved to close the Library all day on January 12, 2014 for the planned power outage. **MSC: Andy Lippman/Ann Penn – all approved.**
2. **Appointment of LBT Representative to attend 1/25/14 Citizen's Summit to Relay 3 LBT Priorities** – Steve explained that the Citizen's Summit is an event in which representatives from the Community meet to begin to develop the Strategic Plan for the City. Ed Pearson was the LBT representative last year. Brendan Durrett said he will be away at that time and Andy Lippman said he wouldn't be available either. Ann Penn suggested that Constance Lue be the representative. Brendan agreed and said he would contact Constance to see if she was interested. The LBT will identify the 3 Library priorities with Steve at the next meeting.
3. **Library Holiday & Closed Date Calendar for 2014** – Steve Fjeldsted said that the 2014 Holiday and Closed Date Calendars were based on the 2013 holiday schedule. He added that the only variable would be the date the Staff Training Day will occur in 2014.

**MOTION: Andy Lippman moved to approve the Library's Holiday and Closed Date Schedule as noted for 2014. MSC: Andy Lippman/Ann Penn – all approved.**

4. **Library Board of Trustees Meeting Schedule for 2014** – This schedule was also based on the schedule for 2013. The only dates left unscheduled are for the meeting(s) of July and August when there is usually only one meeting scheduled in late July. This is done to accommodate any planned vacation times away for the Trustees. Brendan Durrett asked if July 2014's date should be set now and Ann Penn thought it should. It was agreed that the meeting should be scheduled for the fourth Thursday in July, which is July 24, 2014.

**MOTION: Ann Penn moved to accept the Library Board of Trustees meeting schedule for 2014 as noted, with the provision that the July/August meeting be held on July 24, 2014. MSC: Ann Penn/Andy Lippman – all approved.**

#### **DISCUSSION ITEMS:**

1. **SPUSD Parking Lot – Future Possibilities for Library Uses** – Brendan Durrett, Andy Lippman, and Steve Fjeldsted met with Superintendent Shapiro to learn the status of the development plans for the SPUSD parking lot long term lease. The SPUSD website has not been very informative regarding updates. The current unwritten plan is for 64 spaces allotted for the school district in which 45 are set aside for the Library as the school district only uses about 25 at most each day. Since Superintendent Shapiro is retiring it is hoped that the next superintendent will uphold this plan. Mayor Schneider strongly urged the Trustees seek and obtain an agreement in writing. Brendan Durrett asked Steve to draft a memo to Superintendent Shapiro based on their understanding of the meeting and as a reference point as the property continues to be developed. Steve agreed, but added that the Trustees' presence helped their meeting considerably and said he would draft the language for the Trustees review, approval, and possible signature.
2. **Three LBT Priorities for 1/25/14 Citizen's Summit** – This will be on the agenda for the next meeting on January 9, 2014.
3. **City Community Center Task Force Ad Hoc Committee Meeting on December 11** – Ann Penn said that the City's Request for Proposal is being put together based on Sheila Pautsch's Parks and Recreation study and the Library's needs, many of which are articulated in the Library Strategic Plan, 2011 to 2015. Ann added that the Library and the Senior Center share many of the same goals for expansion. The Library would like a larger Children's area, Teen Room, quiet study rooms and tutor areas, more public computers, the Friends Bookstore on the ground floor and self service technology. At the meeting, Councilmember Cacciotti asked Steve to provide photos demonstrating overcrowding at the Library and to attend the next Ad Hoc Committee meeting and lead the group on a tour of the Library. This proposal will be reviewed in February before it is sent out for prospective bids.
4. **Invitation for Council Members to attend a future LBT Meeting** – Steve spoke to Sally Kilby the City Clerk, who suggested inviting the entire City Council as opposed to extending the invitation only to newly elected Councilmember Mahmud. Mayor Schneider thought this would be a good idea, provided that the meeting is strictly informational and not perceived as trying to lobby the Council. Steve said he would consult the City Attorney about this.
5. **Payment to Amtech for ADA & Mechanical Elevator Improvements** – Steve reported that most improvements to the Library in compliance with ADA guidelines have been completed; however Amtech Elevator Services had not been paid for the upgrades they made to the Library's elevator. This has since been resolved and funds that had been in the City's 2012/2013 Budget will be taken

from the City's current reserve account with no loss to the Library. It had taken several attempts to secure funds for elevator improvements, and parts had to be custom forged to replace worn out components. The elevator, which had been prone to frequent shut downs, now has all new mechanics, electronics, and ADA features and has been operating without incident.

6. **Ribbon Cutting for Children's Hour Artwork Project** – Steve has been in contact with a bricklayer who has seen photos of the Phase II plaque and thinks it would be short work to build the pedestal for it, but it is still too premature to schedule the Ribbon Cutting.
7. **Yamanaka Donation to Honor the life of Ken Yamanaka, D.D.S.** – Ken Yamanaka was an avid supporter of the Library and a local dentist. Ann Penn asked if we have received any money yet to which Steve replied that we hadn't but the donation will be coming together with South Pasadena Beautiful. Petrie Wilson of South Pasadena Beautiful is communicating with the Yamanaka family with the intention of placing some new furniture in the patio area on the Oxley Street side of the Library. Steve will have more information at the next meeting.
8. **Volunteer Recognition Luncheon in 2014** – Steve saw Charles Fleming, Associate Editor of the Los Angeles Times, speak at the Rotary Club and was greatly impressed. Charles Fleming once had both hips replaced and a back surgery and was still in great pain when he began walking with his wife in Silver Lake and they discovered numerous secret staircases. Eventually a group grew to over 50 people who now seek out and explore the "Secret Stairs of LA," which is also the title of his best-selling book. Brendan Durrett and Andy Lippman both thought he would make a terrific speaker for the Volunteer Recognition Luncheon. Ann Penn agreed, adding that she liked that his topic would be about physical fitness. Steve said he would ask Charles Fleming if he would be interested in being the Keynote Speaker.
9. **Preservation Award to Library from Cultural Heritage Commission and Preservation Foundation** – Steve accepted this certificate on behalf of the Library from the Cultural Heritage Commission and Preservation Foundation and is having it framed. Mission Framing said it would be ready by Christmas and Steve hopes to display it for "The Children's Hour" artwork restoration Ribbon Cutting.
10. **City's 2/8/14 Strategic Planning Retreat** – Steve said the format of this retreat will be the same as last year, from 9:00 a.m. to 1:00 p.m. It will be open to the public and in compliance with the Brown Act, meaning that all 5 Library Trustees could attend the meeting. Andy Lippman suggested that the Trustees could alternate their appearances at the meeting so no one has to stay for the entire four hour session. Steve should have more information at the next meeting.

**CORRESPONDENCE AND COMMUNICATIONS:** None to report.

**REPORTS:**

**Board President:** Brendan Durrett asked that the Library Board of Trustees Nominating Committee be on the agenda for next month. The Nominating Committee will consist of Ann Penn and Andy Lippman.

**Trustee:** None to report.

**City Council Liaison:** Mayor Schneider would like a photo of all Commissioners to be presented with their Annual Reports at City Council meetings. The idea was presented by Councilmember Cacciotti and approved by the Council and will mean that the LBT photo will be displayed during the Annual Report in 2014

**Friends Representative:** None to report.

**Trustee Liaison to Friends:** None to report.

**Representative to Community Center Ad Hoc Report:** None to report.

**City Librarian:**

- The City Librarian has been researching construction firms to build the brick pedestal for the Phase II Exterior Beautification plaque for less than \$500, as then the project would not have to go out to bid. Gabe Nevarez had asked McKelvey Construction to do it, but their asking price was too high. With Gabe's permission Steve asked Thomas Lake, who had helped the Library with Ray Bradbury's 90<sup>th</sup> Birthday celebration. The City will provide the bricks and Thomas Lake agreed to build the pedestal for under \$500.
- Steve attended the Friends Holiday Luncheon at Diana McGrail's home on 12/12/13. The Friends will elect the new slate of officers for their board and approve their budget on 1/16/14 in the Community Room, immediately followed by Duffy Hudson's Living History presentation as George Burns. The Friends Budget may be a little tighter this year, but Steve was given permission to purchase high end projection equipment and a giant screen for future movie screenings in the Community Room. Additionally, Steve did not come close to spending the \$7,000 set aside for the Author Night Budget for 2013 because of several grants and authors' donations of their time, so he has asked the Friends to subtract \$1,000 from the 2014 account.
- Duffy Hudson has already performed at the Library as Edgar Allen Poe, Albert Einstein and his one-man "Christmas Carol," and he has received a standing ovation each time.
- The City Librarian has renewed the Library's contract with Tutor.com, a homework help service, which has proven to be very popular with our young patrons.
- The Library staff photo will be taken at the City Holiday Luncheon on 12/16/13. It will be posted on the Library website as requested by the Library Board of Trustees.
- There are still nearly 700 Apostol History books in the mini-storage unit at Arroyo Parkway Self Storage. The City Librarian has proposed to the Friends that they give a copy to all Commissioners. He also offered Superintendent Shapiro a good volume price and also sold 4 copies at the most recent Kiwanis meeting. Steve has arranged for Jane Apostol to be interviewed by the *Pasadena Star-News*.
- A lot of events are scheduled for 2014, including an Author Night on 1/30/14 with Frank Girardot for his book "Name Dropper," and Ro Ruffalo for her book, "Truly Disturbed." Frank is the Editor of the *Star-News* and his book concerns a convicted murderer from San Marino whose crimes garnered national attention.
- The City Librarian reported that a grant application he submitted to Cal Humanities has been approved, along with a \$1,000 pledge from the Friends and an additional \$1,000 pledge from the City Manager Sergio Gonzalez, for a 9/11 Memorial. Karl Marlantes, author of "What It Is Like To Go To War," will speak. The Library may show the movie "Forest Gump" to continue the life after war theme.
- Steve is developing grants with Scott Feldman for the 2014 Eclectic Music Festival. Negotiations are being made to have Eliza and Tony Gilkyson, offspring of South Pasadena musician Terry Gilkyson, perform. Eliza Gilkyson is a nationally-known folk musician and so is her brother Tony, although he is also known for his previous work with the rock groups "X" and "Lone Justice."
- Circulation is still strong, but eBooks haven't been factored in. Circulation had been going up steadily for years and suddenly dropped, which may be due to the launch of eBooks. The total Library circulation of materials for FY 2012/2013 reported to the State Library for the California Library Survey shows a drop from 456,000 to 414,000 but e-books have not been added in yet.

**NEXT MEETING:** Next meeting of the Library Board of Trustees will be held on 1/9/14.

**ADJOURNMENT:** The regular meeting of December 12, 2013 was adjourned at 8:24 p.m.

Minutes approved \_\_\_\_\_ ✓ \_\_\_\_\_ as written.  
Minutes approved \_\_\_\_\_ as corrected.

San Felix - Administrative Secretary  
President